



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for October 1, 2015

Meeting was called to order at 3:11 pm by Executive Committee Vice Chairman Stacy Barnes.

1) Roll Call: Roll call was taken and self-introductions were made.

Members Present: Member Joel Hockman; Member Andrew Stevens; Vice Chairman Stacy Barnes

Members Absent: Member Sheri Koomen; Chairman Andrew Vialpando

Guests Present: Sharon Greth, Human Resources and Payroll Consultant

Staff Present: Area E DMAC Cullen Armet; Administrative Manager Jennifer Cerda

2) Public Comment: No public comment was made.

3) Approval of Executive Committee meeting minutes- September 3, 2015

Member Joel Hockman moved and Member Andrew Stevens seconded to approve the minutes of the September Executive Committee meeting.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Member Joel Hockman, Member Andrew Stevens, Vice Chairman Stacy Barnes

NOES: None

ABSENT: Member Sheri Koomen, Chairman Andrew Vialpando

ABSTAIN: None

NEW BUSINESS

4) Discussion of Area E Human Resources, Benefits, and Payroll – Human Resources Consultant, Sharon Greth

Human Resources and Payroll Consultant Sharon Greth gave an update on maintenance for the California Public Employee Retirement System (CalPERS), human resources management and timelines for Area E, and accomplishments including the New-hire packet and draft Employee Handbook. Sharon discussed future Joint Powers Insurance Authority (JPIA) trainings for staff as well as possible future projects for the office.

5) Discussion of Area E DMA Website and hosting

DMAC Cullen Armet discussed issues with the former web host and updated the Executive Committee on the new web host and email addresses.

6) Discussion of Area E EMPG Match

DMAC Cullen Armet discussed the importance of Area E City Emergency Services Coordinators (ESC's) to submit monthly reports of time spent on emergency management activities and provided an example of a new online reporting web link.


7) Adjournment

There being no further business to be brought before the Area E Executive Committee, the October meeting adjourned at 4:30 pm.

Submitted:


Jennifer Cerda, Administrative Manager

Attest:


Stacy Barnes, Vice Chairman

APPROVED:

November 5, 2015